

## AGENDA

Meeting with Office of Finance on Automation  
3 February 1987

1. Affirm  as project leader for Retirement Automation Project. STAT
2. Emphasize the necessity of <sup>implementing</sup> completing Thrift segment of automation effort by 1 January 1988, so that Thrift loan program can begin and employee may start investing in other funds.
3. Agree that second goal will be to complete automation of all remaining aspects of retirement process by Fall 1988. *6-8 weeks for Retirement Division Requirements - October 88*
4. Place all contractor support (Price Waterhouse and other) under the technical direction and supervision of  *NOTING CONTRACTING OFFICE* - *CDTR* is  STAT
5. Identify  as the point of contact for all tasking of the retirement automation team. STAT
6. Affirm that all proposed changes in the project will go through formal review procedures and be agreed to by the Retirement Policy Group. *Dates, dollars, and resources change - Functional change at different level*
7. Reemphasize objective of identifying software in the private or public sector that can be used to automate the Thrift and retirement functions, of evaluating the software, and modifying it to work in our environment.
8. Establish a mechanism for receiving periodic progress reports on the automation project. *monthly* *joint meeting to be initiated - late March*
9. Identify referents in each office to modify retirement automation requirements and to respond to day to day issues that will develop in the project.  *full-time* *100*
10. Review status of changes to software that are needed to support current payroll systems to make deductions for FERS and the Thrift Savings Plan. *they provide source of general Accounting - not set to deal with administration will make deductions for Thrift*
11. Discuss use of Agency mainframe computer systems by employees to enroll in the Thrift Savings Plan. *Form-like work - goal no paper*

(2) Meeting OK

- Pay out listed his needs
  - personnel
  - spare
  - equipment

- out listed problems
  - timing
  - availability of suitable <sup>software</sup> package

-- priority to Thurt  
will meet locally

- other by end of 88
  - will show in
  - we select priority for

-- not see problem in  
using PM

-- meet with you next week  
after [ ] gets personnel

(2) [ ] may call you - re problems with software

- (3) telephone log with [ ]
- OGC - to determine type of MOU necessary
  - you first
  - will have meeting

(4) Software for Thurt delivered

(5) [ ]

(6) [ ]

STAT

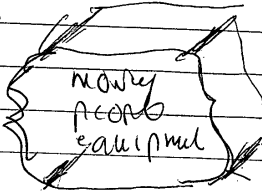
STAT

STAT

STAT

STAT

Meeting with

- (1) milling
- (2) your role
- (3) ~~PM's role~~  
CIC's Role
- (4) ~~PM~~ Roles
- (5) ~~you need~~ Other Contractors involvement
- (6) Problem areas
- (7) Resource needs 
- (8) Reports to who  
Reporting mechanism  
Change mechanics
- (9) Letters to vendor approach
- (10) Meet with OF & DP/OP to Emails
- (11) Times - 2 year do able
- (12) Draft
- (13) Space/pos